

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



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**MAXWELL AIR FORCE BASE
Supplement 1**

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Communications and Information

AIR FORCE CONTENT MANAGEMENT PROGRAM – PUBLICATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the Maxwell AFB Electronic Publications web page at: <https://pubs.maxwell.af.mil/>. If you lack access, contact the Publications Management Office.

OPR: 42 CONS/LGCM
(Mr. Harold L. Rice, Jr.)
Supersedes AFI 37-160, Vol 1/MAFBS1, 8 May 1997

Certified by: 42 CS/CC
(Maj Michael S. Hill)
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AFI 33-360, Volume 1, 30 January 2004, is supplemented as follows:

This supplement implements AFI 33-360, Volume 1, *Air Force Content Management Program—Publications*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force AFRIMS Records Disposition Schedule (RDS), located at <https://webrims.amc.af.mil/RDS/index.cfm>. It applies to HQ Air University, Air University schools, Air Force Officer Accession and Training Schools (AFOATS), Air Force Institute of Technology (AFIT), and 42d Air Base Wing organization personnel who prepare, manage, review, certify, approve, or use standard publications. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard units.

SUMMARY OF REVISIONS

This supplement: updates the official Maxwell AFB Electronic Publications and IMTs web page URL (1.1.2., 1.7.1.1., A4.1.); provides the location of Maxwell AFB Indices and Product Announcements (1.1.3., 1.14.1.); changes the Unit Publications Monitor guidance (1.12.1.); adds approval authority delegations for 42 ABW, AFIT, and AFOATS (1.12.2.1 – 1.12.2.4.); adds Table 1.1, Contracted Functions Publications Responsibilities; adds requirement to notify Base Publications Management Office of change in publication OPR (1.13.13.); adds guidance on Operating Instructions (2.2.8.2.); delegates approval authority for the Maxwell-Gunter Base Bulletin (2.3.9.1.3.); establishes guidance to request running an article in more than one bulletin

issue (2.3.9.1.6.1.); limits publishing unofficial articles to one issue (2.3.9.1.6.2.); updates list of authorized personnel to submit articles to base bulletin (2.3.9.1.8.); provides guidance on establishing new policy (3.2.1.1.); establishes coordination order for mandatory coordinating agencies (3.17.); adds Table 3.4., Coordination Flow; refers OPRs to MAFBI 90-101, *Command Section Action Officer's Guide*, for guidance on obtaining 42 ABW/CC publication approval (3.17.2.); references AFI 33-360, Vol 2/MAFB Sup 1, *Content Management Program – Information Management Tool (CMP/IMT)*, for guidance on prescribing IMTs (3.24); and prescribes MAFB IMT 5, **Request for Review/Action of Supplement In Holdover Status** (3.45.5.1., 7.16.3.2., Attachment 14). A star (★) indicates revised information from the previous version.

★1.1.2. The Maxwell AFB Electronic Publications web page contains various sources of information to aid OPRs in drafting, revising, and coordinating publications. The address is: <https://pubs.maxwell.af.mil/index.htm>.

★1.1.3. Maxwell AFB product announcements and indices are located on the Maxwell AFB Electronic Publications web page at <https://pubs.maxwell.af.mil/>.

1.5.1.1. Air University (AU) and Maxwell AFB (MAFB) supplements to AETC and Air Force regulations and manuals remain in effect until the parent publication is revised, at which time they enter Holdover Status. Guidance in the basic instruction pertaining to holdover supplements applies. 502d Air Base Wing regulations (502 ABWR), instructions (502 ABWI), supplements (502 ABWS), pamphlets (502 ABWP) and visual aids (502 ABWVA) remain in effect until they are rescinded or superseded by other publications.

★1.7.1.1. (AETC) The Maxwell AFB Content Management Office web page is the official source for AU, AU agency (except AFIT), and MAFB publications and IMTs. The address is <https://pubs.maxwell.af.mil/>. AFIT will maintain their own publications and IMT web pages and the Maxwell AFB Content Management Program Office web page will provide links to the AFIT web pages.

★1.12.1. (AETC) MSD/MSPP will function as the Base Publishing Manager. The Chief, Personnel Services Branch (MSD/MSP) will provide the memorandum to HQ AETC/SCMY. AFIT will maintain primary and alternate Publications Monitors. AFIT will submit an appointment memorandum to HQ AETC/SCMY and MSD/MSPPP indicating the rank/name, duty phone, duty fax, and e-mail address for the current primary and alternate monitors. For all other organizations, the Base Publishing Office will work directly with OPRs concerning publishing matters.

★1.12.2.1. (AETC) (Added) (MAFB) AU/CC will act as Approval Authority for AU publications, including those of its schools, except for AFIT and AFOATS. Certifying Officials should be at least one organizational level higher than the OPR. If this is not possible, then the Approving Authority may act as the Certifying Official.

★1.12.2.2. (AETC) (Added) (MAFB) AFOATS/CC has delegated approval authority for publications created by and pertaining to AFROTC to AFROTC/CC; approval authority for publications created by and pertaining to OTS to OTS/CC; approval authority for publications

created by and pertaining to AFJROTC to AFOATS/JR. Certifying Officials should be at least one organizational level higher than the OPR. If this is not possible, then the Approval Authority may act as the Certifying Official.

- ★1.12.2.3. (AETC) (Added) (MAFB) AFIT/CC will act as Approval Authority for AFIT publications. Certifying Officials should be at least one organizational level higher than the OPR. If this is not possible, then the Approval Authority may act as the Certifying Official.
- ★1.12.2.4. (AETC) (Added) (MAFB) 42 ABW/CC has delegated approval authority for publications created by and pertaining to the 42d Medical Group to 42 MDG/CC and publications created by and pertaining to the 42d Mission Support Group to 42 MSG/CC. Designate group-level approved publications as Maxwell AFB publications. Group Commanders may defer approval of any publication to 42 ABW/CC at their discretion. Certifying Officials should be at least one organizational level higher than the OPR. If this is not possible, the Approval Authority may act as the Certifying Official. See Table 1.1., Contracted Functions Publications Responsibilities (Added) (MAFB), to determine OPRs and Certifying Officials for directive-type publications associated with contractor-operated functions. The appropriate contractor may act as OPR for non-directive type publications; Certifying Official and Approval Authority responsibilities will follow Table 1.1. (Added) (MAFB).

★Table 1.1. Contracted Functions Publications Responsibilities (Added) (MAFB)

Functional Area	OPR	Certifying Official	Approval Authority
Airfield Support	42 CONS/LGCM	42 OSF/CC	42 ABW/CC
Community Services	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Human Resources (Military)	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Human Resources (Civilian)	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Marketing and Publicity	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Housing	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Custodial Services	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Energy Management	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Operations and Maintenance	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Site Maintenance	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Space Management	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Emergency Management	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Engineering Services	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Environmental	42 CONS/LGCM	42 MSG/CC	42 ABW/CC
Information Technology	42 CONS/LGCM	42 CS/CC	42 ABW/CC
Publications and IMTs Management	42 CONS/LGCM	42 CS/CC	42 ABW/CC
Supply	42 CONS/LGCM	42 LRF/CC	42 ABW/CC
Transportation	42 CONS/LGCM	42 LRF/CC	42 ABW/CC
Resource Management	42 CONS/LGCM	42 MSG/CC	42 ABW/CC

1.13.2. (AETC) See also the MAFB supplement to AFI 33-360, Volume 2, *Forms Management Program* (will convert to *Air Force Content Management Program – Information Management Tools (CMP/IMT)*), for information on IMT policy guidance and standards.

★1.13.13. The publication's Certifying Official notifies the Base Publications Management Office via memorandum or e-mail through the gaining OPR's Certifying Official when transferring responsibility to another OPR. The gaining OPR's Certifying Official must concur with the transfer and forward the memorandum or e-mail to the Base Publications Management Office.

★1.14.1. Maxwell AFB Product Announcements are available on the Maxwell Electronic Publications web page (<https://pubs.maxwell.af.mil/>).

★2.2.8.2. (AETC) Organizations publishing branch OIs are responsible for coordinating and managing their OIs and for maintaining respective Record Sets. The Base Content Management Office does not process, manage, or coordinate on branch OIs. The Base Content Management Office may conduct Staff Assistance Visits to ensure effective OI management practices are in place.

2.2.9.1. AU and Maxwell publications of these types are listed in MAFB Index 2 (MAFBIND 2), *Numerical Index of Standard Maxwell Air Force Base, Air University, and Air Force Officer Accession and Training Schools Publications*, Sections C and E.

2.3.2. (AETC) AFIT will produce its own Index 2 and provide a copy to the Maxwell Base Content Management Office.

★2.3.9.1.3. (AETC) The Base Content Management Office publishes the base bulletin every Tuesday and Thursday. When a Tuesday or Thursday falls on an official holiday, the bulletin is published on the preceding Monday or Wednesday, respectively. The Chief, Personnel Support Branch (MSD/MSP) is authorized to sign the bulletin for the Commander, 42d Air Base Wing.

2.3.9.1.4. (AETC) Submit requests for articles via e-mail (base.bulletin@maxwell.af.mil) to the Base Content Management Office no earlier than two weeks prior to the event and no later than 1200 on Monday or Wednesday preceding the desired publishing date. Requests should be in the format below and contain name, grade, organization and office symbol, and duty phone of requestor. All requests should be properly coordinated according to unit policies before submission.

SHORT DESCRIPTIVE TITLE: Title should be in bold capital letters. Use 10-point Arial font. Articles should be as brief as possible, preferably no more than seven lines. Use DD MMM YY format for dates (23 Aug 02). Use 5-digit format for telephone/fax extensions (31234). Requestor's information follows the article in parenthesis. (42 MSS/CCE/MSgt Smith/31234)

2.3.9.1.5. (AETC) Tuesday editions contain military vacancies/cross-training opportunities and official notices (see paragraph 2.3.9.1.6.1 of this supplement for additional guidance on official notices). The bulletin will advertise only military vacancies; it will not advertise civilian or

contractor vacancies. Unless otherwise approved, vacancies will be in only one issue of the bulletin. To publish a vacancy more than once, include the length of time to publish and justification with the request. See paragraph 2.3.9.1.6.1 below for guidance to request additional runnings.

2.3.9.1.6. (AETC) Thursday editions contain official and unofficial items. The bulletin will publicize only government-sponsored events.

★2.3.9.1.6.1. (AETC) (Added) (MAFB) Official Items. Include justification for additional runnings with the request. Acceptable justification is a copy of the publication title and paragraph requiring more than one running or concurrence from requestor's squadron commander (as a minimum) or equivalent. Retirement ceremony notices are considered official items. The Base Content Management Office will forward articles with questionable content to the Manager, Mission Support Branch (MSD/MS), for suitability determination.

★2.3.9.1.6.2. (AETC) (Added) (MAFB) Unofficial Items. Unofficial items run in only one issue of the bulletin. Substantiate requests for additional runnings per paragraph 2.3.9.1.6.1 of this supplement. Include justification for additional runnings with the request. The bulletin will not contain personal advertisements such as wanted, for sale, lost and found, etc. Retirement luncheons or other recognition functions honoring the retiree not included in a retirement ceremony notice are unofficial items.

2.3.9.1.7. (AETC) The bulletin will not contain private housing sales or rentals.

★2.3.9.1.8. (AETC) (Added) (MAFB) All personnel and organizations assigned, attached, supporting the Maxwell/Gunter mission, or are tenants on Maxwell AFB and Gunter Annex may publish articles in the bulletin. The bulletin will only advertise events sponsored by a governmental organization or those organizations chartered by Maxwell/Gunter AFB. Chartered organizations must indicate this status in their request.

★3.2.1.1. (AETC) OPRs may initially implement long-standing policy (that which lasts longer than 180 calendar days) that affects the base populace through a Policy Memorandum, but must convert the policy to a publication within 180 calendar days of issuance. OPRs must send an electronic copy to 42 ABW/CCEA for posting on the base Policy Memorandums web page. Upon expiration, 42 ABW/CCEA will remove the policy memorandum from the web page and return it the OPR. Individual units follow these same procedures to maintain unit Policy Memorandums.

3.11. The Base Content Management Office assigns publication control numbers for all supported agencies. AFIT assigns publication control numbers to their publications.

★3.17. When coordinating a draft publication, list the following five organizations in order and "IN TURN" as the final coordinators prior to obtaining Certifying Official and Approval Authority signatures: Publications Management (MSD/MSPPP); IMT Management (MSD/MSPP); Freedom of Information Act, Privacy Act Program, and Records Management (42 CS/SCSR); Information Collections and Reports (ICR) Manager (42 CS/SCSA), and the Air University Law Center (AU/JA). AFOATS organizations may use AFOATS/JA in place of

AU/JA, but must follow the same order. AFIT may submit draft publications through the appropriate AFMC agencies. See Table 3.4, Coordination Flow (Added) (MAFB).

★TABLE 3.4. COORDINATION FLOW (ADDED) (MAFB)

AGENCY	ACTION	METHOD
OPR	Initiate/Forward	Electronic
Internal Coordinating Agencies	Coordinate/Forward	Electronic
Interested/Affected Base Agencies ¹	Coordinate/Forward	Electronic
Mandatory Coordinators, as needed ²	Coordinate/Forward	Electronic
MSD/MSPPP ³	Coordinate/Forward	Electronic
MSD/MSPPI ³	Coordinate/Forward	Electronic
42 CS/SCSR ³	Coordinate/Forward	Electronic
42 CS/SCSA ³	Coordinate/Forward	Electronic
AU/JA ^{3, 4}	Coordinate/Forward	Electronic
OPR	Create/Forward Hard Copy	Hard Copy
Certifying Official	Sign AF 673/Forward	Hard Copy
Approval Authority	Approve/Sign 673	Hard Copy

Notes:

1 – See AFI 33-360, Vol 1, paragraph 3.17 & Table 3.1

2 – See AFI 33-360, Vol 1, paragraph 3.21 & Table 3.2

3 – Mandatory Coordinator on all publications; must be IN TURN, in order listed

4 – AFOATS organizations may use AFOATS/JA

3.17.1. A Publication Review and Response Matrix is available on the Maxwell AFB Electronic Publications web page (<https://pubs.maxwell.af.mil/>) and is required with all draft publications.

★3.17.2. (Added) (MAFB) 42 ABW organizations should refer to MAFBI 90-101, *Command Section Action Officer's Guide*, for guidance on coordinating draft publications through 42 ABW/CC.

3.23.1. The Publications Management Office does not provide editing services except as stated in paragraphs 3.23.1.1.1 and 3.23.1.1.5 of this supplement.

3.23.1.1. (AETC) Consult the Maxwell AFB Electronic Publications web page for guidance on submitting publications for publishing (<https://pubs.maxwell.af.mil/>). This page also contains information to assist OPRs in drafting revisions, interim changes, and operating instructions.

3.23.1.1.1. (AETC) At the OPR's request, the Publications Management Office will ensure publications are in correct format before coordination. OPRs are responsible for accuracy and currency of content. After coordination with interested offices, submit the original, completed, signed AF IMT 673 with a copy of each additional AF IMT 673 or other documents used in coordination.

3.23.1.1.5. (AETC) Submit the electronic files on a floppy or compact disc or via e-mail to msd.msppp@maxwell.af.mil.

★3.24. See also AFI 33-360, Volume 2/MAFB Sup 1, *Content Management Program – Information Management Tool (CMP/IMT)*.

★3.45.5.1. The Base Content Management Office will use MAFB IMT 5, **Request for Review/Action of Supplement In Holdover Status**, to inform OPRs that a supplement has entered “holdover” status and to initiate a review. After reviewing the revised basic publication and the holdover supplement, the OPR completes the appropriate sections of the MAFB IMT 5 and returns it to the Base Content Management Office. The Base Content Management Office will initiate the appropriate action according to the OPR’s response. See Attachment 14 (Added) (MAFB) for additional guidance.

3.47. OPRs provide the Publications Management Office a copy of the approved waiver for filing in the record set.

★7.16.3.2. MAFB IMT 5, **Request for Review/Action of Supplement In Holdover Status**.

NOTE: The following are added to Attachment 1:

References (Added)(MAFB)

AFI 33-360, Volume 2/MAFB Sup 1, *Content Management Program-Information Management Tool (CMP-IMT)*

MAFBIND 2, *Numerical Index of Standard Maxwell Air Force Base, Air University, and Air Force Officer Accession and Training Schools Publications*

MAFBI 90-101, *Command Section Action Officer’s Guide*

Abbreviations and Acronyms (Added)(MAFB)

ABW – Air Base Wing

ABWI – Air Base Wing Instruction

ABWP – Air Base Wing Pamphlet

ABWR – Air Base Wing Regulation

ABWS – Air Base Wing Supplement

ABWVA – Air Base Wing Visual Aid

AFIADL – Air Force Institute for Advanced Distributed Learning

AFIT – Air Force Institute of Technology

AFOATS – Air Force Officer and Accession Training Schools

AFJROTC – Air Force Junior Reserve Officer Training Corps

AFROTC – Air Force Reserve Officer Training Corps

CCAF – Community College of the Air Force

CS – Communications Squadron

MAFB – Maxwell Air Force Base

MSD – Maxwell Support Division

OTS – Officer Training School

★A4.1. (AETC) For additional information on preparing drafts, refer to the various resources available on the Maxwell AFB Electronic Publications web page at <https://pubs.maxwell.af.mil/>.

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★ Attachment 14 (Added) (MAFB)**MAFB IMT 5, REQUEST FOR REVIEW/ACTION OF SUPPLEMENT
IN HOLDOVER STATUS**

A14.1. When a supplement enters “holdover” status, the Base Content Management Office will prepare an MAFB IMT 5 and forward it to the supplement OPR.

A14.2. The Base Content Management Office completes Section I.

A14.3. The publication OPR completes Section II by:

A14.3.1. Entering their office symbol in the From block.

A14.3.2. Selecting option A, B, or C as appropriate.

A14.3.2.1. Option A, Current and Essential: Revisions or changes to the parent publication have no affect on the supplement. OPR may update any of the information in the Option A block as needed. Selecting Option A will result in the Base Content Management Office working with the OPR to issue a Limited Revision for Supplements (see paragraph 3.45.5.3 of the basic publication).

A14.3.2.2. Option B, Requires Revision or Change: Revisions or changes to the parent publication require updating the content of the supplement. OPR indicates the date they plan to submit the fully-coordinated draft revision or change to the Base Content Management Office, but can be no later than 180 days from the date the supplement entered Holdover Status. The draft submission date is not the same date as the suspense date indicated at the top of the MAFB IMT 5; the OPR determines the submission date based on the approximate amount of time required to draft and coordinate the revised supplment. Do not hold the MAFB IMT 5 until the draft supplement is complete; return it by the suspense date indicated at the top of the IMT.

A14.3.2.3. Option C, Need no longer exists; rescind supplement immediately. The supplement is no longer needed. List any IMTs the supplement prescribes so the Base Content Managment Office can take appropriate actions.

A14.3.3. Entering any comments in the Comments block.

A14.3.4. Entering the OPR or Approval Authority’s name and title and then signing and dating the appropriate blocks at the end of Section II.

A14.4. The OPR returns the completed MAFB IMT 5 to the Base Content Management Office by the suspense date at the top of the IMT.